

Walsoken Parish Council Minutes
of the Annual General Meeting held on Tuesday 22nd May 2018
held in Walsoken Village Hall at 7pm

PRESENT

Councillors Fred Leach (Chair), John Woolley (Vice Chair), Barry Sisson, Allan Landall, Andy Houghton and Clive Bettinson.

Borough Councillor Roy Groom. County Cllr Sandra Squire. Two members of the public.

Item No.	Details
49	<p><u>Nomination of Chair</u> Cllr Leach welcomed everyone and stood down from the Chair. Cllr Squire took the Chair and asked for nominations for the Chair, Cllr Leach was proposed by Cllr Houghton, seconded by Cllr Sisson. There were no other nominations. Cllr Leach thanked everyone and resumed the role of Chair.</p> <p><u>Nomination of Vice Chair</u> Cllr John Woolley was nominated for Vice Chair by Cllr Landall, seconded by Cllr Houghton. There were no other nominations.</p>
50	<p><u>Planning committee</u> It was unanimously agreed to continue with last year's Planning committee for a further year, consisting of Cllr Leach, Cllr John Woolley, Cllr Bettinson, Cllr Snow, Cllr Houghton and Cllr Sisson. Planning applications will continue to be sent to the whole Council.</p> <p><u>Village Hall Representative</u> Cllr John Woolley confirmed he would continue for a further year.</p>
51	<p><u>Public Participation</u> Defibrillator – one public member introduced herself as the Chair of the Over 60s and enquired about the up-to-date position with the defibrillator. The Over 60s had raised some money which was being held in their account towards the purchase. Cllr Leach thanked the Over 60s for their offer and advised that the Council had discussed this and decided to approach Boots the Chemist, with the support of Wisbech Town Council, to ask them if they would purchase and maintain a defibrillator outside their premises, as they were central in the village. Their response was still awaited. She thanked the Council and left the meeting at 7.07pm.</p>
52	<p><u>Apologies</u> Cllr Harwin – holiday, Cllr Lisa Wiffen – holiday, Cllr Snow – family commitments and Cllr Joanna Woolley – baby care. Borough Cllr Long – attending another meeting, County Cllr Humphrey – mayor making in Norwich.</p>
53	<p><u>Declarations of Interest</u> Cllr Leach declared an interest in the East Wisbech Broad Concept Plan as per item below.</p>
54	<p><u>Urgent Matters</u> Cllr Houghton requested the procedure with the East Wisbech Broad Concept Plan is discussed.</p>
55	<p><u>Approval of the Minutes</u> The Minutes of the Annual Assembly and the ordinary meeting held 17th April 2018 had been circulated and were approved as a true and accurate record, proposed by Cllr Bettinson seconded Cllr Houghton signed by Cllr Leach.</p>
56	<p><u>Matters Arising</u></p> <p>a) Council website Counter statistics – Clerk reported the user statistics as at 21st May 2018 as 5 visitors that day, 9 the previous day, 70 in the last 7 days, 394 in the last 30 days and 28,059 in the last year.</p> <p>b) Speed limit request – Clerk read out the reply from Highways stating that at the present moment in</p>

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c)	time they would not consider a reduction in the speed limit along the B198. This had been conveyed to the member of public who had requested the reduction. Power cuts – Clerk had previously advised councillors that they would have to report their cuts and complaints individually on line as it was linked to individual addresses.																																																							
57 a)	Planning The Planning Report – the Planning Report had been circulated to councillors, and was noted.																																																							
58 a)	Church and War Memorial War Memorial project – Clerk advised that grants had been submitted and the decision for Fenland District Council grant would be received in early June. The deadline for the War Memorial Trust grant was 30 th June, so a decision would hopefully be received by the next Council meeting.																																																							
b)	Parochial Church Council comments – Clerk passed on the thanks received from Peter Wadlow, PCC Secretary and Churchwarden, for the maintenance of the closed churchyard. He also advised that the framed photograph of the War Memorial will be placed at the west end of the nave adjacent to the Church's own War Memorial tablet.																																																							
c)	Removal of branches – Cllr Landall reported that he had spoken to Idverde but not received a quote. In the meantime, a parishioner had offered to deal with the branch with his assistance.																																																							
d)	Ceremonial tree – Clerk advised a Cardinal Rowan tree had been purchased in 2014 to commemorate the outbreak of WW1 with a plaque inscribed by Fen Regis Trophies. After discussion Cllr Landall proposed a second tree is purchased to commemorate the end of WW1, seconded by Cllr Houghton, all agreed with the addition of a plaque. Cllr Woolley will look into a stand for the plaque. Cllr Landall will research a tree variety. Clerk to request permission from Bob Ollier for a tree to be planted in the space between the War Memorial and the west door of the church.																																																							
e)	Beech tree project – Cllr Landall advised that the PCC had agreed to the trunk carving but it would still need approval from the Dioceses of Ely once a proposal has been agreed. Cllr Houghton will put together a brief outline and ask for suggestions from tree carvers. The second member of the public left at 7.30pm.																																																							
59 a)	Finance Payments – the schedule below had been circulated.																																																							
	<table border="1"> <thead> <tr> <th style="background-color: #ADD8E6;">PAYMENTS TO BE MADE</th> <th style="background-color: #ADD8E6;">DETAILS</th> <th style="background-color: #ADD8E6;">NET AMOUNT</th> <th style="background-color: #ADD8E6;">VAT</th> <th style="background-color: #ADD8E6;">TOTAL</th> </tr> </thead> <tbody> <tr> <td>101839 Mrs A Williams</td> <td>Net salary 3rd April to 13th May 2018</td> <td>£478.26</td> <td>£0.00</td> <td>£478.26</td> </tr> <tr> <td>101840 Mrs A Williams</td> <td>Expenses to 22nd May 2018</td> <td>£28.00</td> <td>£0.00</td> <td>£28.00</td> </tr> <tr> <td>101841 Inland Revenue</td> <td>Income 3rd April to 13th May 2018</td> <td>£119.60</td> <td>£0.00</td> <td>£119.60</td> </tr> <tr> <td>101842 Westcotec</td> <td>Maintenance May</td> <td>£13.46</td> <td>£2.69</td> <td>£16.15</td> </tr> <tr> <td>101843 Keven Brooks</td> <td>Internal audit</td> <td>£50.00</td> <td>£0.00</td> <td>£50.00</td> </tr> <tr> <td>Direct Debit Haven power</td> <td>Supply January and February</td> <td>£63.90</td> <td>£3.23</td> <td>£67.13</td> </tr> <tr> <td>Transfer</td> <td>To Savings Account</td> <td>£5,974.31</td> <td>£0.00</td> <td>£5,974.31</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">TOTAL OF PAYMENTS</td> <td>£6,727.53</td> <td>£5.92</td> <td>£6,733.45</td> </tr> </tbody> </table>	PAYMENTS TO BE MADE	DETAILS	NET AMOUNT	VAT	TOTAL	101839 Mrs A Williams	Net salary 3 rd April to 13 th May 2018	£478.26	£0.00	£478.26	101840 Mrs A Williams	Expenses to 22 nd May 2018	£28.00	£0.00	£28.00	101841 Inland Revenue	Income 3 rd April to 13 th May 2018	£119.60	£0.00	£119.60	101842 Westcotec	Maintenance May	£13.46	£2.69	£16.15	101843 Keven Brooks	Internal audit	£50.00	£0.00	£50.00	Direct Debit Haven power	Supply January and February	£63.90	£3.23	£67.13	Transfer	To Savings Account	£5,974.31	£0.00	£5,974.31												TOTAL OF PAYMENTS	£6,727.53	£5.92	£6,733.45
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b)	Cllr Sisson proposed the payments be accepted, seconded by Cllr Woolley, all in agreement. Audit of Accounts – The Accounts and Annual Governance and Accountability Return (AGAR) had been circulated. Clerk reported that the Internal Audit had been completed with no comments. The Certificate of Exemption was signed by the Chair and Clerk. The Annual Governance Statement was agreed and approved by the Council and signed by the Chair and Clerk.																																																							

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c) d) e)	<p>The Accounting Statements for 2017/18 were approved by the Council and signed by the Chair and Clerk.</p> <p>Insurance renewal – Clerk had received a renewal quote from BHIB, underwritten by Aviva, of £424.13 for a 3 year contract which was a reduction on last year's premium of £499.90. BHIB had taken over the Local Councils Insurance Scheme and the level of cover was the same. Clerk had contacted Came & Co for a quote but to date had not received this. A decision was made to accept the quote from BHIB unless the Came & Co quote was received before the renewal date of 1st June 2018, and was cheaper for the same level of cover.</p> <p>Donation request – a request from Norfolk Age UK was declined after discussion.</p> <p>Clerk's salary – Clerk left the room while this was discussed. After discussion the Clerk was called back and advised that a decision had been made to increase her salary to point 23 with immediate effect. It was agreed to keep a copy of this and any future decisions with the Clerk's contract. It was agreed a Council member will carry out a periodic random check on Clerk's time log.</p>
60	<p><u>Government Data Protection Regulations (GDPR)</u></p> <p>Clerk had produced a list of personal data held for the Village Hall booking clerk, allotment tenant, councillors and residents. Clerk will arrange to meet with the Chair and Vice Chair to look at Policies required. Cllr Squire informed the Council that she was aware of a Kings Lynn company advising Parish Councils for a fee of £100 per annum, Clerk to investigate.</p>
61 a)	<p><u>Highways</u></p> <p>Grasscutting – Clerk read the response from Kings Lynn Borough Council to a complaint about the poor quality of cutting in the village. They claimed a car was parked on a verge and the cutting was not at its best due to the length and areas being very wet. It was noted that they had not returned as promised as there had only been one cut this year and that the car was not parked where they stated. Cllr Groom confirmed that another parish had received several cuts so far this year. The Borough Council's reply was considered to be dismissive as this issue arises every year. Clerk to ask for the schedule copying in Cllr Long.</p>
62	<p><u>Street lighting</u></p> <p>Nothing to report.</p>
63	<p><u>Allotments</u></p> <p>Nothing to report.</p>
64	<p><u>Village Hall report</u></p> <p>Cllr Woolley had attended the April meeting during which it was reported that a loss of £1,324 was recorded for 2017 compared to a profit of £98 in 2016. Costs had increased and bookings were slightly down. A programme of events for this year had been prepared. Clerk had included the cost of Hall hire on the Council's website.</p>
65	<p><u>Correspondence</u></p> <p>Nothing to report.</p>
66	<p><u>Urgent Business</u></p> <p>East Wisbech Broad Concept Plan – Cllr Houghton had attended the public meeting held in the Village Hall on 23rd April. He noted that there was no Norfolk representation and was informed that the Parish Council wasn't considered as a stakeholder. It was decided the Clerk should write to Fenland District Council and Wisbech Town Council to ask why the Parish Council, as a representative of the local community, wasn't included as a stakeholder. This item to be taken forward at July's meeting.</p>

Item No.	Details
67	<p><u>Agenda items for the next meeting</u> As discussed previously. The next meeting is on Tuesday 10th July 2018 at 7pm at Walsoken Village Hall.</p>
	<p>Cllr Leach thanked everyone for attending. The meeting closed at 8.28pm</p>

.....Chair

.....2018